



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

May 3, 2004
DO-04-008

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Jack Covalleski
Deputy Director for Agency Programs

SUBJECT: Yearly Update of Officials Required to File Annual Public
Financial Disclosure Reports with OGE

Attached is our most recent list of those PAS officials and DAEOs who were required to submit an SF 278 in either 2003 or late 2002. Please annotate this list to reflect any additions or deletions to the officials named or positions identified. We would also appreciate it if you would make the following notations:

- If any official transferred from the position, indicate whether or not the official transferred within 30 days to another covered position (PAS or non-PAS) requiring SF 278 reporting.
- Indicate which officials did not work more than 60 days in CY 2003 and thus are not required to file an annual report.
- Add to the list the names of any PAS special Government employees who actually worked in excess of 60 days in CY 2003 at an annual rate of basic pay equivalent to 120 percent of GS-15, step 1, which equaled \$102,168 (or \$391.60 per day) in CY 2003.

Please return your annotated list or "No Change" reply to Teresa Weakley **by May 14, 2004**. Responses may be faxed (202-482-9238/39) or e-mailed (tlweakle@oge.gov). If you have any questions, please contact Teresa Weakley at 202-482-9283.

Attachment